

Changing a Tenant

What to do When Changing Tenant – Steps for Success



Change of Tenant Guide

There are a variety of reasons why you may need a change of tenant in your rented accommodation. However, it is usually a last resort once there are no viable ways of solving a problem within your current living area. Some reasons for this can include having to move to a different country – usually as a result of a Visa change, a breakdown of relationship with either a partner or housemates, or a need to move elsewhere due to a change in employment situation.

However, whilst all these situations are daunting, it doesn't have to be complicated! Take a look at our easy and straightforward guide on how you can change tenant in your rental home:

1. The first stage of changing a tenant is speaking to your Landlord. If the Landlord approves the request for a tenant swap then a £50.00 variation of contract fee is required. This is in addition to coming to our office with identification and immigration documents (if applicable) to complete the check.
2. The new tenant would need to be referenced and if the references are approved by the Landlord, a Contract of Assignment will be sent to all tenants including outgoing and incoming to sign.
3. The new tenant would need to accept the original inventory. The original deposit is not released but needs to be resolved directly between outgoing and incoming tenants, the deposit registration would then be changed to show the change of tenant.
4. Please note, if the tenancy is at renewal stage, a new tenancy agreement would need to be signed by all tenants for a new term instead of a Contract of Assignment.

